

**Department of Personnel Administration
Memorandum**

TO: Personnel Management Liaisons (PML)

SUBJECT: California Statewide Law Enforcement Association (CSLEA) - Bargaining Unit 7	REFERENCE NUMBER: 2011-017
DATE ISSUED: 05/23/11	SUPERSEDES:

This memorandum should be forwarded to:

**Personnel Officers
Employee Relations Officers**

FROM: Department of Personnel Administration
Labor Relations Division

CONTACT: Personnel Services Branch
(916) 323-3343
Fax: (916) 327-1886
Email: psb@dpa.ca.gov

The State negotiated a labor agreement with the California Statewide Law Enforcement Association (CSLEA) for Bargaining Unit 7 represented employees. The agreement provides the following.

RETIREMENT CONTRIBUTION

Effective June 1, 2011, employee retirement contribution rates will be as follows.

Retirement Categories	Increased Retirement Contributions
State Safety Members	9% in excess of \$317
Peace Officer/Firefighter Members	10% in excess of \$513

RETIREMENT FORMULA AND FINAL COMPENSATION

The new retirement formula and final compensation for Bargaining Unit 7 represented employees first employed with the State on or after January 15, 2011 (with no prior service) will be as follows.

Retirement Categories	New Employee Retirement Formulas
State Safety Members	2% at age 55 formula based on 3-year final compensation.
Peace Officer/Firefighter Members	2.5% at age 55 formula based on 3-year final compensation.

FURLOUGH PROGRAM

Effective April 1, 2011, the Furlough Program that began August 2010 will end for Bargaining Unit 7 represented employees.

PERSONAL LEAVE PROGRAM 2010/2011

Effective April 1, 2011, Bargaining Unit 7 represented employees will be credited with PLP 2010/2011 on the first day of each pay period for 12 consecutive pay periods in the manner outlined below:

Full-Time Employees

Full-time employees shall have a reduction in pay equal to 4.62% and eight (8) hours of leave will be credited to the employee's PLP 2010/2011 leave balance.

Part-Time Employees

Part-time employees shall be subject to the same conditions as full-time employees, on a pro-rated basis. The pro-ration shall be determined based on the employee's time base consistent with the following chart.

PLP 2010/2011	
<u>Time Base</u>	<u>Credit</u>
1/10	1
1/8	1
1/5	2
1/4	2
3/10	3
3/8	3
2/5	4
1/2	4
3/5	5
5/8	5
7/10	6
3/4	6
4/5	7
7/8	7
9/10	8

Intermittent Employees

Intermittent employees PLP 2010/2011 credit shall be prorated based upon the number of hours worked in the monthly pay period as stated in the chart below.

<u>Hours Worked During Pay Period</u>	<u>PLP 2010/2011 Credit</u>
0 to 10.9	0
11 to 30.9	1
31 to 50.9	2
51 to 70.9	3
71 to 90.9	4
91 to 110.9	5
111 to 130.9	6
131 to 150.9	7
151 or over	8

ADDITIONAL PLP 2010/2011 INFORMATION - Also refer to PML 2011-015.

- PLP 2010/2011 shall have no cash value and may not be cashed out. Departments must continue to monitor and ensure that all accrued PLP 2010/2011 hours are exhausted prior to termination, separation from State service (such as retirement), or instances such as rejection on probation or dismissal. On rare occasions, when an employee separates from State service and has accumulated unused PLP 2010/2011 hours which cannot be used prior to the separation (e.g., death or AWOL), PLP 2010/2011 hours must be paid at the time of the employee's separation.
- PLP 2010/2011 credits shall be requested and used by the employee in the same manner as vacation/annual leave and in accordance with departmental policies.
- Employees newly hired on or after April 1, 2011 while the PLP 2010/2011 is in effect will be subject to this program for its duration.
- Employees on NDI, ENDI, IDL, EIDL, or Worker's Compensation for the entire monthly pay period are excluded from the PLP 2011 Program for that pay period. Employees off for a partial month shall receive PLP 2010/2011 credits based on the intermittent chart above.
- Employees who work less than their time base (e.g., dock, appointed or separated other than the first day of a pay period), shall have their PLP 2010/2011 hours applied on a prorated basis. To determine the prorated credit for a full-time or part-time employee, convert the employee's time worked in the pay period to hours and credit the employee with PLP 2010/2011 hours based on the intermittent chart above.

- Participation in the PLP 2010/2011 will be based on the classification an employee moves to when transferring between classifications/BUs that have different PLP ending dates. An employee shall have no more than 12 months of PLP 2010/2011 participation.

Example: If an employee in a Bargaining Unit 7 represented classification transfers to an R12 classification on May 1, 2011, the employee shall continue to participate in the PLP 2010/2011 until September 1, 2011.

- During the PLP 2010/2011 period, the State shall not implement a new furlough program.
- Seasonal and temporary employees are not subject to the PLP 2010/2011.
- For employees in Bargaining Unit 7, PLP 2010/2011 has no expiration date. Departments shall ensure that PLP 2010/2011 time is scheduled and taken prior to separation.
- To allow more flexibility on the usage of PLP and Furlough, employees may use PLP or Furlough credits before any other leave type. However, this does not mean that they must use PLP within the pay period it is earned. Keep in mind that Bargaining Unit 7 employees must use their PLP credits and their Furlough credits prior to separation from State service.

HOLIDAYS

Lincoln's Birthday and Columbus Day are no longer paid State holidays.

Employees shall receive premium compensation (one and one-half the hourly rate) for working on the following holidays:

January 1st
The last Monday in May
July 4th
The 1st Monday in September
Thanksgiving Day
December 25th

All other holidays shall be compensated as provided by GC Section 19853, [PML 2009-040](#).

PROFESSIONAL DEVELOPMENT DAY (PDD)

The State shall provide to all Bargaining Unit 7 represented employees two days per fiscal year for activities such as professional association activities, professional and/or personal development seminars, etc., to promote professional and/or personal growth and to enhance professional and/or personal goals. These activities are at the employee's expense and therefore the choice of activity is at the employee's discretion. Supervisors shall not request documentation for this time.

This time shall be requested and approved in the same manner as vacation/annual leave. PDD must be used within the fiscal year it is granted and not accumulated or cashed out. PDD must be used in whole day increments. PDD will be available for the 2010/2011 fiscal year as of April 1, 2011.

SPECIAL SALARY ADJUSTMENT

- Effective July 1, 2013, all Bargaining Unit 7 represented classifications subject to the PO/FF retirement category shall be adjusted by increasing the maximum of the salary range by 2%. Employees at the old maximum salary range for a minimum of twelve (12) qualifying pay periods shall receive a 2% increase. Employees at the old maximum salary rate for less than twelve (12) qualifying pay periods shall receive a new salary anniversary date based on qualifying service. Qualifying service toward the twelve (12) qualifying pay periods shall be in accordance with DPA Rules 599.682(b) and 599.687. All other employees shall retain their salary and salary anniversary date (MSA).
- Effective July 1, 2013, all Bargaining Unit 7 represented classifications subject to the State Safety retirement category shall be adjusted by increasing the maximum of the salary range by 3%. Employees at the old maximum salary range for a minimum of twelve (12) qualifying pay periods shall receive a 3% increase. Employees at the old maximum salary rate for less than twelve (12) qualifying pay periods shall receive a new salary anniversary date based on qualifying service. Qualifying service toward the twelve (12) qualifying pay periods shall be in accordance with DPA Rules 599.682(b) and 599.687. All other employees shall retain their salary and salary anniversary date (MSA).

UNION RELEASE TIME BANK (URTB)

Effective with the June 2011 pay period and each June pay period every year thereafter, the vacation or annual leave accruals for each Bargaining Unit 7 represented employee is reduced by one and one-half hours to fund a URTB. This reduction of vacation or annual leave accruals is for only one pay period a year. Employees may also donate additional vacation leave, annual leave, holiday credits, CTO, PLP, and excess time. As designated by CSLEA, the CSLEA President and one other Unit 7 employee shall be granted full release time utilizing the URTB.

Employees designated by CSLEA, may utilize the Release Time Bank for either representational or other legitimate union business.

The State removed the ability of CSLEA to have two union officials off of work at the same time on State Paid Release.

The State also removed the Union Release Time Bank that granted CSLEA 1700 hours of release time per year.

STATE-OWNED HOUSING RENTAL AND UTILITY RATES

Departments who have employees in State-owned employee housing, including trailers and/trailer pads, will increase rents and utility charges consistent with the fair market value.

Personnel staff with questions about the retirement changes should contact Desi Rodrigues at (916) 324-9400 or desirodrigues@dpa.ca.gov. For all other questions personnel staff may contact the Personnel Services Branch at the phone number or email address listed above.

/s/Julie Chapman

Julie Chapman
Deputy Director of Labor Relations